

Posted: Wednesday March 4, 2026



Internal Job Vacancy

Emergency Room Clerk

Supervisor: Business Office Manager

Department: Business Office

Schedule: Rotating Schedule (7:00am-7:00pm)

Job Title: Emergency Room Clerk

JOB SUMMARY: Responsible for admitting and discharging patients in the emergency room reception area. Assists in processing documents for insurance coverage and for transferring patients. Answers multi-line telephone using departmental procedures in routing and transferring calls. OSHA Bloodborne Pathogens Class I.

JOB QUALIFICATIONS:

- A. Education: High School graduate or equivalent.
- B. Personal Job-Related Skills: Effective verbal and written communication skills. Familiarity with operation of personal computers and a typing speed of approximately 45 wpm. Knowledge of general clerical duties.
- C. Licensure, Registry or Certification: None required.
- D. Experience:
 - 1. Prior Work Experience: One year in a business office environment with knowledge of medical terminology preferred.
 - 2. Technical Training: None required.
- E. Physical and Mental Requirements: Duties of the position require intermittent walking, sitting, and standing. Some bending, stooping, and reaching is required with the lifting of items up to a weight of 40 pounds. The ability to comprehend and follow routine written or verbal instructions or directions.

Please complete an Internal Application located in the NeoGov E-Forms Module
By Wednesday March 11, 2026

ESSENTIAL EMERGENCY ROOM DESK:

- A. Attends emergency room desk.
- B. Typing and system input.
- C. Verifies insurance.
- D. Collects and posts ER copays and payments on accounts.
- E. And other duties assigned.

OTHER SIGNIFICANT REQUIREMENTS:

- A. Maintains HIPAA required and all other confidentiality while working with confidential matters on a daily basis.
- B. Provides service direct to patients while maintaining a positive patient relations atmosphere.
- C. Performs duties in related departmental functions as directed by the Administrator or Department Supervisors.
- D. Follows safety guidelines and policies for the Hospital.